



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

Public Housing Notice #2009-10

11 June 2009

All Local Housing Authorities

RE: Electronic Storage of Plans and Specifications

DHCD's Bureau of Housing Development and Construction is transitioning to a paperless document storage system for plans and specifications associated with capital construction projects. To start this transition, we have contracted with BidDocs Online, Inc. to remove all the plans and specifications from our plan room. These materials will be sorted into two groups: 1) Those materials less than 12 years old; and 2) Those materials more than 12 years old. The newer materials will be scanned by BidDocs and stored in PDF format on a secure server hosted by BidDocs. DHCD will pay for the scanning and permanent electronic storage of these materials. DHCD will also pay for the ability to search, view and print these materials via an online service also provided by BidDocs. This ability will initially be limited to DHCD staff but will be granted to LHAs who request it.

The older materials pertaining to your LHA will be mailed to you (at DHCD's expense) unless you specifically choose one the following two options by notifying me in writing (email will suffice) by 01 August 2009:

Option A): Contract with BidDocs to scan these older materials. The cost will be \$4.00 per sheet for drawings and \$0.07 per sheet for specifications. The cost of scanning will be borne by you. Once the materials are scanned, BidDocs will upload them to DHCD's portion of the secure server at no cost. Going forward, DHCD will pay for the cost of permanently storing these scanned materials. Both you and DHCD will have access to these materials via the internet as noted above.

Option B): Elect to have BidDocs dispose of some or all of these older materials rather than have them mailed to you.

To help you make a decision about whether to go with the default provision (whereby the older materials are mailed to you) or Option A or Option B, I have attached a list of the projects for which plans and / or specifications will be returned to you along with an estimate of the number of sheets of drawings and specifications for each project. (These estimates are based on an average-sized job. The actual number of sheets for your particular jobs will vary from this estimate.)

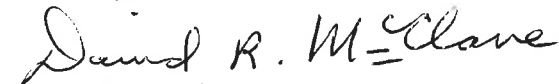
To recap: If I do not receive a written communication from you by 01 August 2009, materials more than 12 years old will be mailed to you at DHCD's expense. If you choose Option A, you will be responsible

for the cost of scanning the older materials. The materials will be stored on DHCD's portion of the secure server. DHCD will pay for the ongoing electronic storage of those scanned images and access to them via the internet. If you chose Option B, the older materials will not be sent to you but will be destroyed.

Please note: You are free to contract with a firm other than BidDocs Online to scan the older plans and specifications. To do this, you simply elect the default provision (the materials are mailed to you). Once you physically receive these materials, you may have them scanned by whomever you wish (following applicable procurement regulations). Once these materials are scanned, you are welcome to post them on DHCD's portion of the secure server. There is no cost for you to post these images or other electronic information (such as digital photographs). DHCD will pay for the permanent electronic storage of all the images / information posted to its portion of the secure server. DHCD makes this offer because of the economies of scale available to it.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "David R. McClave". The signature is written in dark ink and is positioned above the printed name.

David R. McClave

Assistant Director for Operations

Bureau of Housing Development and Construction

(617) 573-1165

FAX 573-1335

david.mcclave@state.ma.us